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| **Title:**  | STOREKEEPER  |
| **Generic Function:**  |  |
| **Code:** | LT04100 |
| **Level:** | 4 | **(E)** |

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| **Position in the Organization** |
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| **Reports to (Hierarchical):** | Supply Activity Supervisor, Logistics Supervisor |
| **Reports to (Functional):** | Supply Activity Supervisor, Logistics Supervisor |
| **Job Family:** | Logistics  |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Executing the stock management activities (receipt, storage, and issuance to projects or other departments of medical supplies, food items, spare parts, tools, equipment and/ or other logistics materials), according to the line manager’s instructions and MSF standards and protocols, in order to ensure the overall functioning of MSF activities |

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| **Accountabilities** |
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| * Supervising materials and goods orders and dispatch in order to ensure its rational use.
* Receiving orders and deliveries, identifying and reporting potential discrepancies against cargo manifest or others. Stores materials in accordance with the system in force in order to ensure continuous availability.
* Updating and/or creating stock cards for all stock items immediately after reception of goods. Checking the received cold boxes and controlling the cold chain-monitoring card
* Storing materials in accordance with the system in force in order to ensure continuous availability ensuring that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
* Monitoring the store temperature and ensuring Cold Chain items are stored in an adequate temperature. Keeping a special control of “sensitive” goods: numbers of lots, expiry dates, packaging and special storage conditions
* Preparing orders on time before sending goods, and packs (according to transport means) weighs and labels freight with corresponding shipping number, destination, number of shipping units, way bill number, weight and mode of transport in accordance with the line manager’s instructions
* In conjunction with the line manager, performing physical stock counts in accordance with the frequency previously defined. Following up stock levels with regards to alarms thresholds, stock out and expiry dates.
* Controlling warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly with regard to damage, loss, attempted break-ins or theft in the warehouse
* Assisting the line manager with preparation of the stock reports
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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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| **Education** | * Literacy essential
* Desirable secondary education and warehouse management related studies
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| **Experience** | Previous experience as storekeeper desirable |
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This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**